

Concrete Sidewalk Builder's License

An annual Concrete Sidewalk Builder's License is required of a business or person who wishes to construct or reconstruct any sidewalk within public right-of-way in the City of Green Bay limits.

Blank application forms can be printed from this website, faxed, or obtained in person from the City Clerk at 100 North Jefferson Street, Room 106, Green Bay, Wisconsin 54301.

The following is the procedure to obtain a City of Green Bay concrete sidewalk builder's license. Application approval by the City may take up to 3+ weeks. A license is current from when you receive your license until the next April 1 (per City Ordinance).

-If you are a first-time applicant (you've never had a license), fax or send a list of completed concrete flatwork (AND mentioning who and what it is for) to the Department of Public Works, 100 North Jefferson Street, Room 300, Green Bay, Wisconsin 54301.

-You must submit the completed application form and \$25.00 fee (cash or check – no credit cards) to the City Clerk, 100 North Jefferson Street, Room 106, Green Bay, Wisconsin 54301.

-You must submit a \$1,000.00 cash or performance bond and a certificate of insurance with evidence of \$1,000,000.00 comprehensive general liability to the Risk Management Office at 100 North Jefferson Street, Room 500, Green Bay, Wisconsin 54301.

-You must purchase or create a concrete stamp. The stamp must bear your business name and the current year.

-You must bring the concrete stamp for review to the Department of Public Works, 100 North Jefferson Street, Room 300, Green Bay, Wisconsin.

-You must apply for sidewalk grade permits to construct or reconstruct any sidewalk in public right-of-way after receiving your license. Each property address (along with parcel number) must be called in to the Department of Public Works, and we will prepare the sidewalk grade permit for that specific address. The sidewalk grade permit can be mailed or picked up in person.

-You must barricade the work area in compliance with the Traffic Control Manual for Street Construction and Maintenance Operation in the City of Green Bay, which is issued by the Department of Public Works.

Concrete debris or broken concrete from reconstruction is the responsibility of the licensee and must be removed by the licensee. The City does not and will not collect this material.

Any questions, please call these offices:

City Clerk at 920-448-3010 (fax 920-448-3016)

Department of Public Works at 920-448-3100 (fax 920-448-3102)

Risk Management (Insurance) Office at 920-448-3125 (fax 920-448-3128)

The three-week process for approval of the application is as follows:

- Application goes to the City Council
- Risk management (Insurance) Office reviews bond and certificate of insurance for proper coverage.
- City Council refers it to the Improvement and Services Committee – Department of Public Works makes a recommendation to Improvement and Services Committee whether to approve based on concrete flatwork experience.
- Report of the Improvement and Service Committee is sent to the City Council for final approval.